

### Captains Guidelines – Last updated February 2020

- As team captains you will be expected to nurture and encourage your squad members. Team captains should also appoint vice-captain/s and delegate tasks to them. Delegation should be agreed as a team.
- Please inform your squad members that we have a club captain and committee members who they can discuss any matter with which they may not want to discuss within their own team.
- Captains must be aware of the Moonraker Rules.

#### **At matches:**

- Always ensure that you get plenty of notice from your players if they cannot attend a match.
- If you are short on players for a match then the rule will be to pull up from a lower team, if that is practical. Requests for players can be made via the substitution procedure detailed below. Do not go directly to any player. Ensure you inform their Captain and Club Secretary of any quarters played up after the match.
- Runaway Balls – Please instruct your squad to try and catch a ball hit off. Do not shout “loose Ball” if one comes onto your court, this confuses people and stops the game, let the umpires deal with it.

#### **Jobs: *To be delegated as necessary. Make sure all squad members know who has what job.***

1. Hand out/collect in Bibs.
2. Coin toss for 1st centre pass/direction with opposing team.
3. Warm up/warm down.
4. Completion of team sheet – include EN Membership number, quarters played, scores, all signatures, POM and leave in collection box.
5. If you have used player from another team you must let their captain & secretary know how many quarters they played.
6. Paying for umpire –£15 or £10. Pay at beginning of match. You should be given funds for this by the Club Treasurer.
7. Team Scorer – ensure you have one for the game.
8. Player of the match – to relay to opposition who has been awarded and to report who has been awarded.
9. Team end of match cheer.
10. Match reports – appoint someone to write and put on Facebook
11. Kit bag: first aid/bibs/match balls/half time sweets etc. Ensure all equipment fit for use.
12. Ensure all are aware of the jewellery and nail length rules and are ready for umpire inspection.
13. Ensure all squad have match kit.
14. Appoint a Primary Carer at matches, who the umpire will need to note if a player needs medical attention.
15. Lead feedback during matches at intervals, discuss potential substitutions and tactics.
16. Complete de-brief stats and feedback. Relay this to coaches for things to work on in training.

#### **Training:**

- When at Holt can all captains ensure that their members take their turn to set up or take down posts, carry balls etc.

- At indoor Winter training, team captains will need to take match kit bags to include spare balls/bibs.
- Always get your squad members to let you know if they cannot attend training, if numbers are low then training may need to be cancelled, this we would need to know before travelling.
- All captains need to inform coaches of absences

### **Substitution Procedures – Last Updated February 2020**

All captains are responsible for gaining players' availability for matches as far in advance as possible. The use of the 'Spond' App has been used successfully to gain player availability for the whole seasons matches.

Captains to liaise with the coach and look at the spreadsheet for the forecast of quarters played. This will enable substitutions to be chosen based on position, skill and availability of quarters.

A decision will be made between the coach and captain of the team requiring a substitution, about selection of substitutes. The Captain approaches the Captain of the player who has been chosen and ask them to approach their player(s) ensuring that they know that they have been selected by the captain and coach to play up.

*e.g. Team 1 coach approaches Coach. Sub A from Team 2 is chosen. Team 1 Captain approaches Team 2 Captain. Team 2 Captain approaches Player A.*

The captain to then inform the secretary, coach and rest of their team.

If the player has not played in the match – their name must be clearly removed/crossed out on the score sheet. If the player has played, the quarters must clearly be ticked on the score sheet. Remember, if the quarters are not ticked – the League will presume 4 Quarters have been played.

After the match, the captain to inform the Captain and Club Secretary of the numbers of quarters the player(s) have played and the secretary to record this on the spreadsheet of quarters played.